

# State of Connecticut JOB POSTING

Naugatuck Valley Community College  
JOB OPPORTUNITY/Extended  
Durational Fiscal Administrative Assistant/Part time  
Date Posted: October 2, 2013

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees/Exam List \*  
\* See below for eligibility requirements  
**Location:** Waterbury, CT  
**Hours:** 30 hours per week  
**Salary:** \$25.19/hour, with benefits package  
**Closing Date:** October 15, 2013

Working at the Fiscal Administrative Assistant level, incumbent will be responsible for grant monitoring, which includes monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly in the Bridge to College Office. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees. The position requires creating and maintaining large databases of information and overseeing grant expenditures as they relate to grant guidelines in the Memorandums of Agreements. Perform related duties as required.

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a completed [State of Connecticut Application Form for Examination and Employment \(CT-HR-12\)](#) and the name, address and phone number of three references to:

Naugatuck Valley Community College  
Durational Fiscal Administrative Assistant Search Committee, Room F129  
750 Chase Parkway  
Waterbury, CT 06708

This appointment is 100% grant funded by a federal, state or private grant or contract and is subject to immediate termination in the event of reduction or elimination of funding.

Only those applications postmarked by the closing date will be considered.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.